

# *St. Marys Catholic Elementary Preschool*

## **2018-2019 Handbook**



114 Queens Road  
St. Marys, Pennsylvania 15857  
814-834-4169  
[www.eccss.org](http://www.eccss.org)

---

---

***Member of the Elk County Catholic School System***

**Accredited through the  
Middle States Association of Colleges and Schools  
Commission on Elementary and Secondary Schools**

---

---

# *Elk County Catholic School System*

## **Contacts**

### **Sam MacDonald, President**

Elk County Catholic School System  
600 Maurus Street | St. Marys, PA 15857  
814-834-7812 | [macdonalds@eccss.org](mailto:macdonalds@eccss.org)

### **Debbie Slay, Principal**

St. Marys Catholic Elementary School  
114 Queens Road | St. Marys, PA 15857  
814-834-4169 | [slayd@eccss.org](mailto:slayd@eccss.org)

### **John Schneider, Principal**

St. Marys Catholic High/Middle School  
600 Maurus Street | St. Marys, PA 15857  
814-834-7800 | [schneiderj@eccss.org](mailto:schneiderj@eccss.org)

### **Bob Breindel, Director of Finance**

Elk County Catholic School System  
600 Maurus Street | St. Marys, PA 15857  
814-781-3144 | [breindelb@eccss.org](mailto:breindelb@eccss.org)

### **Sue Jansen, Director of Advancement**

Elk County Catholic School System  
600 Maurus Street | St. Marys, PA 15857  
814-834-1480 | [jansens@eccss.org](mailto:jansens@eccss.org)

### **Lindsey Straub, Director of Communications**

Elk County Catholic School System  
600 Maurus Street | Saint Marys, PA 15857  
Phone: (814) 834-1480 | [straubl@eccss.org](mailto:straubl@eccss.org)

## Table of Contents

- Activity Fee
- Admission Policy
- Allergies
- Bathroom Procedures
- Child Custody
- Class Schedules
- Clothing
- Dismissal Safety
- Illness
- Medicine
- Messages
- Registration
- Religion
- Scent Free Environment
- Toys and Jewelry
- Tuition
- Weather Delays and Cancellations

### **Activity Fee**

The activity fee covers the entire year. This amount is for craft projects, cooking supplies, and little extras needed during the year. It is due the first day of school in a special envelope marked "Activity Fee."

### **Admission Policy**

St. Marys Catholic Preschool is open to all denominations. It is a self-sustaining, independent entity that offers open enrollment. Three-year olds must be three by August 15 of the school year and four-year olds must be four by August 15. All children should be at least 100% toilet trained. Good independent toileting practices are encouraged (wiping, pulling pants up and down.)

### **Allergies**

Please complete the medical papers provided to explain any allergies that your child may have. Also, if dietary restrictions will affect any snack or treat given to your child, PLEASE SEE THE TEACHER.

### **Bathroom Procedures**

Children must be 100% potty-trained to enter preschool. We are fortunate to have bathrooms right beside our classrooms. Children may use the facilities whenever the need arises. We will use them as a group before snack time. If an accident occurs, we do have spare clothes for the child to wear. Please make sure that they can dress and undress themselves in the bathroom. If your child has a bowel movement accident, you will be called so that you can personally help your child clean themselves.

### **Child Custody**

If there are custody papers involving your child, a copy **MUST** be submitted and kept on file in the school office. This information is necessary so school officials will know who may and may not legally have access to the child.

## Class Schedules

### Three Year Old Programs

- *Morning class:* Wednesdays and Fridays from 8:30 to 11:00 a.m. Doors open at 8:05 a.m. (2 hour delay schedule runs from 10:30 a.m. to 12:15 p.m.)
- *Afternoon class:* Wednesdays and Fridays from 12:30 p.m. to 3:00 p.m. Doors open at 12:05 p.m. (2 hour delay schedule runs from 1:15 p.m. to 2:55 p.m.)

### Four Year Old Programs

- *Morning Class 3 days per week:* Mondays, Tuesdays, and Thursdays from 8:30 a.m. to 11:00 a.m. Doors open at 8:05 a.m. (2 hour delay schedule runs from 10:30 a.m. to 12:15 p.m.)
- *Afternoon Class 3 days per week:* Mondays, Tuesdays, and Thursdays from 12:30 p.m. to 3:00 p.m. Doors open at 12:05 a.m. (2 hour delay schedule runs from 1:15 p.m. to 2:55 p.m.)
- *Morning Class 5 days per week:* Monday through Friday from 8:30 a.m. to 11:00 a.m. Doors open at 8:05 a.m. (2 hour delay schedule runs from 10:30 a.m. to 12:15 p.m.)
- *All Day Program 5 days per week:* Monday through Friday from 8:30 a.m. to 3:00 p.m. Doors open at 8:05 a.m. (2 hour delay schedule runs from 10:30 a.m. to 3:00 p.m.)

Holidays and days off are marked with an X on the school year calendar. Make-up snow days will be the same as the elementary school. You will be notified by note when these make-up days will occur.

## Clothing

Please dress your child in comfortable play clothes. We sit on the floor, crawl on it in the gym, paint, work with glue, and sometimes we even go outside. **Sneakers and pants with elastic waists must be worn on gym days.** We strongly suggest that you always send your child to school in sneaker-like shoes. For safety reasons, sandals, clogs and flip-flops are not permitted.

**PLEASE LABEL ALL BOOTS, HATS, COATS, ETC.**

## Dismissal Safety

At orientation, each student's family will be given three ID badges. These badges should be distributed to those individuals that have been given authorization to pick up your child from school. School personnel will ask to see the badge when granting access to the school.

## Illness

Cooperation of parents is essential in preventing the spread of communicable diseases. If your child shows the symptoms of nausea, vomiting, diarrhea, skin rash, inflamed eye, fever, etc., **please keep him or her at home**. Children will be more comfortable there, and it will prevent the spread of their condition to the others in the class. If your child gets sick in school, we will call the numbers on the pick-up form that you completed. If your child is going to be absent, please call the school office at 834-4169.

Here are a few guidelines to help in determining when to send your child back to school after an illness:

- **Strep throat:** 24 hours after medication begins.
- **Pink eye:** Usually after the eye is clear. Follow your doctor's recommendation.
- **Impetigo:** After treatment from your doctor.
- **Chicken Pox:** Approximately 6 days from onset, but only after the rash is dry and scabbed, with the scabs beginning to fall off. There can be no open sores.
- **Lice:** After treatment and a change of clothes.
- **Fever:** After 24 hours.
- **Vomiting:** If the child has vomited in the morning, do not send him to school

The school should be notified of any fractures, communicable diseases, allergies, or long-term illnesses the child may have.

## **Medicine**

For safety reasons, medicine will not be administered during school hours. Since the children are only in school for a short time, please make arrangements for medicine to be taken before/after class. (An exception to this policy applies to those students in the All Day Program. In this circumstance, medicine will be administered through the office.)

If it is absolutely necessary to give medicine during school hours, WRITTEN permission must be handed to the teacher. This information should include the name of the child, the name of medication, the date, time, and amount to be given. The medicine must be its original container.

## **Messages**

Verbal messages from your child cannot be accepted. Please write a note if there are any changes or notices and hand it to the teacher. Last minute changes need to be called into the main office 834-4169.

## **Registration**

- A state verified certificate of birth is required (for new students only.)
- A child's parent or close relative must be present at registration.
- A \$10 non-refundable registration fee is required at the time of registration.

## **Religion**

We work at developing the WHOLE child including his or her physical, emotional, social, and cognitive skills. Spiritual development is vitally important. In addition to teaching about God, we also have discussions of right and wrong, moral values, and behaviors appropriate for their age level. We use simple prayer throughout the day, a religious curriculum in booklet form, Bible stories, and visits to the Church.

### **Scent-Free Environment**

ECCSS requests that all students, staff, and visitors refrain from wearing perfume, cologne and other fragrances, and use unscented personal care products in order to promote a scent-free environment. Fragrance products can include: hand sanitizers, cologne, perfume, scented lotions, hair products, candles, air fresheners, and plug-ins, just to name a few.

### **Toys and Jewelry**

Please do not send ANY toys to school except on designated Show-and-Tell days or on special theme days scheduled for the entire class. Toy weapons are prohibited. Please discourage children from wearing jewelry that can be taken on and off. Often, this is accidentally broken.

### **Tuition**

You should have already received a letter about tuition and a tuition booklet. Please refer to this letter concerning when and where to pay your tuition. Checks should be made payable to the Elk County Catholic School System (ECCSS). It is vital that these payments be made on time or your child will not be eligible to continue to attend class until payment is made. If you send the payment to school, place it in an envelope and label it with your child's name and the word "Tuition." Please do not include any other notes or payments such as the activity fund or book orders with your tuition payment. You may also use a credit card by visiting or calling Mr. Bob Breindel, ECCSS finance director, at 781-3144.

**Don't forget, you may use Scrip to reduce your tuition. These credits will be accrued to reduce next year's tuition costs.**



## **Weather Delays and Cancellations**

ECCSS utilizes an emergency notification system to notify parents of school delays, cancellations, and other school emergencies. Voice messages, text messages, and emails can be delivered to parents. Parents are automatically enrolled through our administrative software program.

*Please see the Class Schedule policy for the 2 hour delay schedule for each class.*

**REMEMBER ...** If you have any questions, please call the school office (834-4169) or the teacher!



**REACH FOR THE STARS!!! Encourage your child to be all that he or she can be!**

# *Elk County Catholic School System*

## **PRESCHOOL PARENT/STUDENT HANDBOOK**

### **RECEIPT & ACKNOWLEDGMENT**

One critical component of each and every thriving community is a set of mutually beneficial rules, policies, and guidelines. This Preschool Handbook provides a framework that enables each parent to recognize the philosophy and mission of the school and the rules and procedures that serve to promote and maintain that mission and philosophy.

Due to the dynamic environment that education finds itself in today, the contents of this handbook may be changed at any time at the discretion of ECCSS. No changes will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such will have on the parents, students, and ECCSS. ECCSS recognizes the need for prompt notification if changes are made.

We strongly encourage a parent-student discussion of this handbook and invite questions and/or constructive suggestions that might serve to improve school-to-parent communications. Note that this handbook is not the final word in all cases. Individual circumstances may require individual attention.

**Please read the following statements and sign below to indicate your receipt and acknowledgment of the Elk County Catholic School System Parent/Student Handbook for Preschool.**

- ◆ I have received and read a copy of the parent/student handbook. I understand that the policies and rules described in it are subject to change at the sole discretion of ECCSS at any time. I understand that this manual replaces all other previous manuals for individual schools within ECCSS.
- ◆ I understand that, should the content of the handbook be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policies.
- ◆ I understand that my signature below indicates that I have **read and understood** the above statements and that I have found and read the Elk County Catholic School System Parent/Student Handbook for SMCES preschool on the website at [eccss.org](http://eccss.org).

\_\_\_\_\_  
Parent/Guardian (Print)

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date